Your Phone

① Incoming call or voicemail indicator

③ Feature and session buttons

④ Softkeys

⑤ Back, Navigation cluster, and Release

⑥ Hold, Transfer, and Conference

⑦ Headset, Speakerphone, and Mute

⑧ Voicemail, Applications, and Directory

⑨ Volume

Feature and Session Buttons

Use feature buttons (left side) to view calls on a line or access features such as Speed Dial. Use session buttons (right side) to perform tasks such as resuming a held call. If you use a locale that reads right to left, the feature and session button locations are swapped.

Buttons illuminate to indicate status:

- Green, steady: Active call
- Green, flashing: Held call
- Amber, steady: Private line in use
- Amber, flashing: Incoming call
- Red, steady: Remote line in use
- Red, flashing: Remote line on hold

Make a Call

Enter a number and pick up the handset.

Answer a Call

Press the flashing amber line button.

Put a Call on Hold

1. Press **Hold** .
2. To resume a held call, press **Hold** again.

View Your Recent Calls

1. Press **Applications** .
2. Select **Recents**.
3. Select a line to view.

Transfer a Call to Another Person

1. From a call that is not on hold, press **Transfer** .
2. Enter the other person's phone number.
3. Press **Transfer** again.

Add Another Person to a Call

1. From a connected call that is not on hold, press **Conference** .
2. Press **Active calls** to select a held call.
3. Press **Conference** again.

Make a Call with a Headset

1. Plug in a headset.
2. Enter a number using the keypad.
3. Press **Headset** 🎧 .

Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press **Speakerphone** 🔊 .

Mute Your Audio

1. Press **Mute** 🔇 .
2. Press **Mute** again to turn mute off.

Listen to Your Voice Messages

Press Messages 📼 and follow the voice prompts. To check messages for a specific line, press the line button first.

Forward All Calls

1. Select a line and press Forward all.
2. Dial the number that you want to forward to, or press Voicemail.
3. To receive calls again, press Forward off.

Adjust the Volume in a Call

Press **Volume** [− +] left or right to adjust the handset, headset, or speakerphone volume when the phone is in use.

Adjust the Ringtone Volume

Press **Volume** [− +] left or right to adjust the ringer volume when the phone is not in use.

Change the Ringtone

1. Press **Applications** ⚙ .
2. Select **Settings > Ringtone**.
3. Select a line.
4. Scroll through the list of ringtones and press **Play** to hear a sample.
5. Press **Set** and **Apply** to save a selection.

Adjust the Screen Brightness

1. Press **Applications** ⚙ .
2. Select **Settings > Brightness**.
3. Press the Navigation cluster left to decrease, or right to increase, the brightness.
4. Press **Save**.

Change the Font Size

1. Press **Applications** ⚙ .
2. Select **Settings > Font Size**.
3. Select a font size.
4. Press **Save**.

Pair a Mobile Device

1. Put your mobile device in discoverable mode.
2. On your IP Phone, press Applications ⚙ .
3. Select Bluetooth and press the 'On' soft-key at the bottom of the screen.
4. Select 'Hands-free 2-way audio' and again press the 'On' soft-key at the bottom of the screen.
5. Select 'Add Bluetooth device'
6. Select your mobile device from the available devices list to pair.
7. Verify the passkey on your mobile device and IP Phone.
8. You will then be given the option to store your mobile device contacts in your IP Phone (which you can delete at any time).
9. Remember that when placing calls from your mobile line on your IP Phone you will be using your mobile airtime and dialing patterns (no need to dial 9), the same as if you were holding your mobile phone and calling from it.

User Guide

View the full User Guide at *http://www.cisco.com/c/en/us/ support/collaboration-endpoints/unified-ip-phone-8800-series/products-user-guide-list.html.*